

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Small Business Specialist/Assistant State Coordinator for TMSP  
**Classification Title:** Program Specialist III  
**Job Posting Number:** 18-57  
**Salary:** \$4,250.00-\$4,700.00/monthly  
**Salary Group/Class#:** B19/1572  
**FLSA:** Exempt  
**Opening Date:** 04/12/2018  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40 hours  
**Work Location Address:** 1304 Colorado, Austin, Texas 78701

**JOB OBJECTIVE:** Perform complex consultative services and technical assistance work in the Community Heritage Development Division of the Texas Historical Commission (THC). Work involves providing business development assistance to owners and entrepreneurs within 89 historic downtowns of the Texas Main Street Program (TMSP) and providing training in entrepreneurship and small business development to local program managers to help them grow and maintain economically vital downtowns. Under the direction of the State Coordinator, the Small Business Specialist also functions as the Assistant State Coordinator for the TMSP focusing on various TMSP events, projects, and administrative tasks. The TMSP supports selected communities across the state with revitalizing their historic downtowns through historic preservation and developing a positive economic climate locally. Work under general supervision, with moderate latitude for the use of initiative and independent judgment. Travel averages three nights per month, but with the ability to control the scheduling of required travel.

### **ESSENTIAL DUTIES:**

#### **Training and Technical Assistance**

1. Provide individualized training and technical services to designated Main Street communities in Texas in the general areas of the Four Point Approach™ of the Main Street model.
2. Provide specific small business training and individualized assistance to Main Street entrepreneurs, helping them address their pressing needs and increasing their competitiveness and effectiveness in the marketplace including issues such as marketing, merchandising, inventory control, business planning and succession.

#### **Data Collection and Analysis**

3. Enhance training and assistance capabilities through the collection and analysis of data, and research, to determine trends, needs and challenges in the small-business/entrepreneurial environment.
4. Provide specialized assistance and projects may be developed around this knowledge.
5. Research and develop program initiatives and improving existing programs.

#### **Event Coordination**

6. Plan and manage of a variety of events during the year, including a series of annual tours to newly designated Main Street communities, with related ceremonies and receptions; and at least one annual professional development meeting of participants in the Texas Main Street network.

#### **Project Coordination**

7. Includes, but is not limited to, the annual application process for designation; the monthly network e-publication (*Main Street Matters*); resource teams to newly designated Main Street communities; and other duties necessary to the professional operation of the TMSP.

#### **General**

8. Communicate preservation and organizational concepts, THC procedures and Main Street methods.

9. Working with the state coordinator and host city, plan, organize, and assist with special projects; as needed.
10. May train others.
11. Adhere to established work schedule with regular attendance.
12. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

13. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university with a degree in economic or small business development or administration, communications, organizational management, planning or a related field;
- Minimum three years' work experience in small business or community development work, organizational management, business planning, economic development or other relevant area;
- Work experience training and making public presentations to wide-ranging audiences;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Background in the work of Main Street/the National Four Point Approach™.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of historic preservation, community development, and downtown revitalization;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in applying social media marketing to small independent businesses and local programs;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a historic building close to the agency's headquarters near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**